

# Agency Contract Web Availability & Procurement Services Online Introduction

Agency Contracts Website


<https://app.udot.utah.gov/procurement/contracts>

Statewide Contracts Website

<http://purchasing.utah.gov/statewidecontracts/>

## Helpful Hints

- Utilize both sites, State and Agency, to find the contract you're looking for.
- Use simple, singular terms when searching for keywords; this will yield the best results.
- If you can't find a contract you know is out there, make sure you're searching by all agents, all divisions and all contract statuses. Also make sure any previously entered search criteria have been cleared.
- You may use multiple search fields or just one.
- For help in writing future contracts, search and use our expired contracts for a template of what you'll need in your new contracts



Home

**Agency Contract Search**

**Advance Search**

Keyword Search

Search Contract Purpose or key words for full or partial words (example: comp, comput, or computer for computers)

Contract Number

Enter full or partial numbers

Vendor Name


Enter full or partial Vendor Names

Contract Expires on or before

Enter date in the format MM/DD/YYYY or use calendar

Contract Expires on or after

Enter date in the format MM/DD/YYYY or use calendar

 Purchasing Agent

Division

Contract Status

## Procurement Services Online

Official Site : <https://app.udot.utah.gov/procurement/psa>

*Use this to submit a real requisition to the purchasing agent you select.*

Practice Site: <https://devl.udot.utah.gov/test/htmldb/f?p=126>

*Use this site to enter practice data to familiarize yourself with the system.*

## Welcome to Procurement Services Online

User Name	<input type="text" value="martyjohnston"/>	<input type="button" value="Login"/>
Password	<input type="password"/>	

### Request User ID

Follow the link below to request a user id and password to use this system.

[Click Here](#)

All users will be given a "User Name" and "Password". If you are not yet set up in the system, click on "Request User ID." This request goes directly to the administrator, and the account will be, in most cases, created on the same day of the request.

For training purposes, we will enter information into the training Website,  
<https://devl.udot.utah.gov/test/htmldb/f?p=126>

Please use one of the following log-ins:

User1, user2, user3, user4, user5, user6, user7, user8, user9 or user10

And use *changeme* as the password.

To submit a real requisition to a UDOT Procurement purchasing agent, go to:  
<https://app.udot.utah.gov/procurement/psa>

Your User ID is the first part of your e-mail address omitting the @utah.gov, for example, tholt is my user ID if [tholt@utah.gov](mailto:tholt@utah.gov) is my e-mail address.

Use changeme as your password until you change a password to your personal preference. If you ever forget your User ID or Password, contact me and I'll reset everything.

## Some guidelines to consider before selecting your purchasing method:

- **Any non-contract purchase up to \$1000:** You may make your purchase with the assistance of procurement services. Select the best source for the job or product.
- **Any Sole-Source Purchase above \$1000:** Please use Procurement Services Online to submit your online requisition to purchase any sole-source products or services. A purchase is considered sole source when there is only one distributor able to perform any given product or to manufacture patented or compatible products. Your purchasing agent will help walk you through the guidelines.
- **Any Items or Services on Agency or Statewide Contract:** You may simply make whatever purchase you need by cutting a PO in Finet or by using a P-Card if the contract terms allow this.
- **Any non-contract purchases above \$5000:** You must submit an online requisition to a UDOT Procurement purchasing agent. Our office handles in-house all sole source purchases between \$1000 and \$30000 and all non-contract, non sole-source purchases between \$5000 and \$30000. For purchases greater than \$30000, plan ahead to allow more time in the purchasing process. These purchases, as well as all new contracts and amendments, must be sent to the State Purchasing division for their analysis and approval.

- **Any purchase with which you need assistance:** If you have questions about any purchases, no matter which price category, you can use Procurement Services Online to request help in buying the item or service you need.

Once you have logged in, you will come to the Internal Customer (Division User) welcome screen where you will have the following options.

TIMULARICH [Printer Friendly](#) [Logout](#) [Home](#) [New Requisition](#) [Past Requisitions](#) [My Account](#) [Division Addresses](#)

**HOME**

**Welcome to Procurement Services  
Online Customer Requisition Home Page.**

This application will help you work closely with Procurement Services by allowing you the following options:

- ▶ [Enter and Submit a New Requisition](#)
- ▶ [View Past Requisitions](#)
- ▶ [Search Agency Contracts](#)
- ▶ [View or Modify Your Current Account Information](#)

▷ **[Enter and Submit a New Requisition](#)**

Selecting this option will take you to an intuitive, user-friendly wizard that will walk you completely through the requisition process.

▷ **[View Past Requisitions](#)**

Once you have submitted an online requisition to a Procurement Services purchasing agent, you may track the status of that requisition with the help of automated time stamps on various actions related to the process.

▷ **[Search Agency Contracts](#)**

Without having to log out to search whether the items you're trying to purchase are on contract, you may click "Search Agency Contracts" and a new window will open allowing you to find what you're looking for and continue right where you left off in Procurement Services Online.

▷ **[View or Modify Your Current Account Information](#)**

This feature is continuously being enhanced. You may currently go in and change your title, phone number, e-mail address, password, etc., to keep your account up-to-date. Eventually, you will be able to set start and end dates for each position you hold at UDOT. Your log-in will always be the same; yet your purchasing history will be preserved within each department you served between each start and end date.

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## ▷ Enter & Submit a New Requisition

This is where you'll find yourself once you have clicked "Enter & Submit a New Requisition."

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**New Requisition**

Start  
▼  
Description  
▼  
Addresses  
▼  
Accounting Lines  
▼  
Completion Date  
▼  
Suppliers  
▼  
Sole Source  
▼  
Requisition Lines  
▼  
Documents  
▼  
Comments  
▼  
Summary

**Description** [Cancel](#) [Next >](#)

Division Hydraulics - Structures - Project Development  
Contact Tim Ularich  
Phone (801) 965-4039  
Email [timularich@utah.gov](mailto:timularich@utah.gov)  
Fax (801) 965-4564

Requisition # 2006\_154  
Requisition Date 02/14/2006

**Please Enter a brief description for this requisition, something that will be meaningful to you.**

Description

**To which UDOT Purchasing Agent would you like to direct your requisition?**

Agent

This wizard will take you screen by screen, asking you the valid questions that must be asked during the requisition process. The navigation ladder at the left-hand side of the screen will tell you exactly where you've been, where you are and where you're heading. If at any time you need to stop the requisition and come back to it, you may simply click on whichever step you were on when you exited.

- Do keep in mind using the navigation ladder is only for backward movement through the wizard (to get back to information already saved and entered). Always make sure to hit "Next" to advance screens, as this is what saves the data you're entering.

### Field Descriptions (to explain what each field is asking for):

#### ***Please enter a brief description...***

Providing a brief description of your requisition will help you identify your requisition when checking on its status after you've submitted it.

#### ***To which UDOT Purchasing Agent...***

There are several ways to choose the purchasing agent to whom you should submit your requisition.

- Use the UDOT Procurement Services Directory to see which purchasing agent is responsible for the product or service you're requesting; and/or see which purchasing agent serves as the liaison for your region/department and ask them who they think you should submit the requisition to.
- Utilize the Commodity/Contact list attached to this packet. This is a more comprehensive of UDOT's most frequently purchased commodities that indicates which agent is responsible for purchasing or administering contracts for each product and service.
- Call anyone in the Procurement department, and we'll be able to help point you in the right direction.

Once you have selected an agent, click "Next."

**New Requisition**

- [Start](#)
- ▼
- [Description](#)
- ▼
- [Addresses](#)
- ▼
- [Accounting Lines](#)
- ▼
- [Completion Date](#)
- ▼
- [Suppliers](#)
- ▼
- [Sole Source](#)
- ▼
- [Requisition Lines](#)
- ▼
- [Documents](#)
- ▼
- [Comments](#)
- ▼
- [Summary](#)

**Address Review**[Cancel](#)[< Previous](#)[Next >](#)

Requisitions require a billing address and one or more delivery addresses.

Please review the address list below to ensure the addresses you will need are listed.

If the addresses you need are not in the list, press the **Create** button to add a new address record.

**Division Addresses**[Create](#)

Address 1	Address 2	City	State	Zip	Fax
4501 South 2700 West	Box 148470	Salt Lake City		84119-	

1 - 1

As you can see from this area, you will have the ability to provide one or more specific delivery addresses; as well as specify separate shipping and billing addresses.

- If the address you need isn't in the list, simply click on "Create" to add all the addresses you need.

**New Requisition**

- [Start](#)
- ▼
- [Description](#)
- ▼
- [Addresses](#)
- ▼
- [Accounting Lines](#)
- ▼
- [Completion Date](#)
- ▼
- [Suppliers](#)
- ▼
- [Sole Source](#)
- ▼
- [Requisition Lines](#)
- ▼
- [Documents](#)
- ▼
- [Comments](#)
- ▼
- [Summary](#)

**Requisition Accounting Lines**[Cancel](#)[< Previous](#)[Next >](#)

There are no Accounting Lines defined for this requisition

**Add Accounting Lines****Add Accounting Line**

Description

Agency

Org

Appr

Object

RCAT

Activity

Project/Job #

**Info**


Your requisition may need one or more accounting lines. Add all of those accounting line on this page.

You can also specify as many accounting lines (associated with as many addresses) as you need. The description is to help you remember which accounting line belongs to which delivery address or line item. Make sure to click on "Add Accounting Line" for each line entered before clicking "Next."

**Completion Date**

Cancel< PreviousNext >

**Enter the Desired Product Delivery or Service Completion Date**

Completion Date03/10/2006

**Do you anticipate making this purchase multiple times per year?**

☐ Yes

☒ No

**Would you like to recommend suppliers for this purchase?**

☒ Yes

☐ No

***Enter the Desired Product Delivery or Service Completion Date:***

You will be able specify exactly when you hope to have received the products you're ordering, when you would like the service you're requesting to be completed or when you would like a new contract to become active. Type in the date using the format DD/MM/YYYY or click on the calendar button to the right of the field.

***Do you anticipate making this purchase multiple times...***

Indicating whether certain purchases may be made multiple times per year may alert our purchasing agents that a contract might be needed to save time and just as important, money, when purchasing goods and services.

***Would you like to recommend suppliers...***

It's also important to know you may recommend sources for each purchase. This is especially helpful in areas outside of Salt Lake as we may not know who best provides these goods or services in the outer areas. Selecting yes will take you to the following screen where you can add as many suggested sources as you would like.

## Suggested Sources

[Cancel](#)[< Previous](#)[Next >](#)

	Company Name	Contact	Phone	Email	Web Site
<a href="#">EDIT</a>	JUB Engineers Inc	Griffin Harris PE	(801) 886-9052 x107	gharris@jub.com	www.jub.com
<a href="#">EDIT</a>	Parsons	Handi Mulia PE, SE	(801) 553-3319	handi.mulia@parsons.com	www.parsons.com
<a href="#">EDIT</a>	ESRI	Jeff Tucker	(3003) 449-7779	jtucker@esri.com	www.esri.com
<a href="#">EDIT</a>	Trinity Industries	Reed Smith	(801) 292-4461	reed.smith@trin.net	www.highwayguardrail.com

1 - 4

## Add a Suggested Source

[Cancel](#)[Add Suggested Source](#)Company Name Contact Phone E-mail Web Site 

- As with adding accounting lines always make sure to click "Add Suggested Source" before clicking "Next." You may enter as many sources as you like. Please provide as much contact information as you can. This speeds up the process greatly.

The next step is to add details for each of the items or services you are to purchase.

TIMULARICH [Printer Friendly](#) [Logout](#)[Home](#)[New Requisition](#)[Past Requisitions](#)[My Account](#)[Division Addresses](#)

### New Requisition

Start
▼
Description
▼
Addresses
▼
Accounting Lines
▼
Completion Date
▼
Suppliers
▼
Sole Source
▼
Requisition Lines
▼
Documents
▼
Comments
▼
Summary

### Requisition Details

[Cancel](#)[< Previous](#)[Next >](#)

no data found

[Create New Line](#)

### Info

You must Add a requisition line for each different item in your requisition. Add lines by pressing the create button in the lower left.

As each requisition line is entered, you will be able to specify (if choosing from more than one) which accounting lines and which delivery addresses coincide with each line of the requisition.

- First click "Create New Line" to enter a new requisition line.
- Item Description:** List specific information for each item or service you need, including model or part numbers, color, size, etc.

- **Unit of Measure:** Use the pull-down menu to select the appropriate unit of measure for each item.
- **Quantity:** Make sure to enter the quantity that coincides with the unit of measure. For instance if your unit of measure is dozen, and you only need twelve items, enter 1 for dozen, not 12 for 12 dozen.
- **Manufacturer #:** This is very helpful information if you have it. This helps us be sure we're bidding on the exact items you're requesting.
- For each line item you enter, click "Create," which brings you to the next screen.

Requisition Lines		Cancel	Delete	Apply Changes
Item Description	Oracle Programming for MMPBM System Enhancement (see Scope of Work)			
Unit of Measure	HOUR			
Quantity	210			
Manufacturer #	N/A			
1 of 1				

### Requisition Line Delivery Addresses

Delete Checked Rows	Apply Changes
---------------------	---------------

If you make changes or add a row in this section you must press the Apply Changes button in THIS section to save your changes.

<input type="checkbox"/>	Delivery Address	Acct Line	Attn	Quantity
<input type="checkbox"/>	4501 South 2700 West Box 148470 Salt Lake City, 84119-	Line 01		210

1 - 1

Add Row

### Accounting Lines

Description	Agency	Org	Appr	Line Object	Report Category	Activity	Project Job #
Line 01	810	8123	XBV	6218			

1 - 1

You see here three boxes. The first is the line-item information you've just entered. The second is where you can select different accounting lines and delivery addresses to go with different line items. The third is simply for your reference to show you which accounting lines you entered and can choose from.

- If you do not have multiple accounting lines and/or delivery addresses to specify, simply click "Apply Changes" in the first box.
- If you do have multiple accounting lines and/or to specify, change the accounting line or quantity in the first row, click "Apply Changes" in the second box; and repeat this process until you have specified all of your accounting and delivery information. Once complete, click "Apply Changes" in the first box to either add your next requisition line or to advance to the next step.



Once all requisition lines are entered, the wizard will wrap up by asking a few more important questions.

The screenshot shows a dialog box titled "More Questions?". At the top right are three buttons: "Cancel", "< Previous", and "Next >". The main content area has a blue header bar with the title "More Questions?". Below this, the first question is "What do you anticipate this purchase or service will cost?". Underneath, there is a label "Total Estimated Cost" followed by a text input field containing "18375.00". A horizontal line separates this from the second question: "Do you have any documents you would like to attach to this requisition? For example, scope of work, specifications, quotes, invoices, terms and conditions, etc.". Below this question are two radio buttons: "Yes" (which is selected) and "No". Another horizontal line separates this from the third question: "Are there any additional special instructions or comments you would like to address to the purchasing agent to whom you've chosen to send this requisition?". Below this question are also two radio buttons: "Yes" (selected) and "No".

***What do you anticipate this purchase or service will cost?***

This lets us know two important things. What is your budgeted amount for this product or service; and are we bidding on the right product or service? If you budgeted \$17000 and our lowest bid is \$45000, we obviously need to get ahold of you.

***Do you have any documents you would like to attach...***

This is where you can attach any documents you have saved to your computer. Some relevant documents to consider are any quotes you've received, scope of work, specifications, drawings, etc. There is no limit to how many documents you can attach; nor is there any limitation to which format you use.

***Are there any special instructions or comments...***

Your options here are limitless. Let your purchasing agent know a non-mailing address delivery location (between mile marker 42 and mile marker 43); who is the alternate contact if any; justification for the purchase or urgent need, etc. Provide any information you need which was not previously covered in the previous questions.

***Attaching Documents*** (will only appear if you selected yes on the previous screen):

The screenshot shows a dialog box titled "Upload Documents". At the top right are three buttons: "Cancel", "< Previous", and "Next >". The main content area has a blue header bar with the title "Upload Documents". Below this, the instruction "Select a file from your computer to attach to the requisition." is displayed. Underneath, there is a label "Select a Document" followed by a text input field containing "D:\purchase order T's & C's.pdf" and a "Browse..." button. Below this, there is a label "Name" followed by a text input field containing "Terms and Conditions". Below that, there is a label "Description" followed by a text area containing "Purchase-order related terms and conditions that we would like attached to our purchase documents." with up and down arrow buttons on the right. At the bottom left is a blue button labeled "Add File".

- Perform this function just as you would attach a document to an e-mail. Click "Browse" to locate the file you're looking for, type in the name of the file, and add a description if it needs further explanation.
- Remember to click "Add File" for each document before clicking "Next."

**Special Instructions/Additional Comments** (only appears if you selected yes on the previous screen):

Comments

Cancel

< Previous

Review Requisition

Please provide any additional informatin you'd like to share and click on the REVIEW REQUISITION when you've finished.

I was not able to specify a specific delivery address. Actual service will be performed between mile markers 43 and 49 on SR 66. Contact Jim Flowers at (801) 230-9999 and he will meet you at that specific location.

214 of 4000

- Include any comments you'd like and click "Review Requisition." You will then see a summary of all the information you've entered, and you will have the option to correct or edit any information.

Requisition Summary

Cancel

< Previous

Submit Requisition

Division Contact	Tim Ularich
UDOT Agent	Tyler Holt
Requisition #	2006_154
Requisition Date	02/14/2006
Description	Maintenance System Upgrade
Desired Delivery Date	03/10/2006
Billing Address	4501 South 2700 West Box 148470 Salt Lake City, 84119-
Estimated Total Cost	\$18,375.00
Multiple-Time Purchase?	No
Sole Source?	No
Sole Source Justification	
Accounting Lines	Line 01810 - 8123 - XBV - 6218 - - -
Suggested Sources	<p>JUB Engineers Inc Griffin Harris PE (801) 886-9052 x107 gharris@jub.com www.jub.com</p> <p>Parsons Handi Mulia PE, SE (801) 553-3319 handi.mulia@parsons.com www.parsons.com</p> <p>ESRI Jeff Tucker (3003) 449-7779 jtucker@esri.com www.esri.com</p> <p>Trinity Industries Reed Smith (801) 292-4461 reed.smith@trin.net www.highwayguardrail.com</p>
Requisition Lines	<p>210 HOUR of Oracle Programming for MMPBM System Enhancement (see Scope of Work)</p> <p>210 delivered to 4501 South 2700 West Box 148470 billed to Line 01</p>
Special Instructions	I was not able to specify a specific delivery address. Actual service will be performed between mile markers 43 and 49 on SR 66. Contact Jim Flowers at (801) 230-9999 and he will meet you at that specific location.
Attached Files	Terms and Conditions

- This is where you may use the navigation ladder to move back to any areas you may need to correct.
- Once everything is correct and complete, click "Submit Requisition."
- The requisition will automatically be e-mailed to the purchasing agent you selected, that purchasing agent's supervisor and the system administrator. You will also receive that e-mail as a confirmation it has been submitted.
- You may not make changes to a requisition after you have submitted it. If the need for a change does occur, e-mail the appropriate purchasing agent to indicate a change is needed.

You should then receive a personal e-mail from your purchasing agent letting you know they received your purchase and are ready to start taking action.

Once you have submitted a requisition, you cannot go back in and change it. Please contact the agent in writing (e-mail) of any revisions that need to be made to the purchase.

## ▷ View Past Requisitions

You can check on the status of the purchase at any time by clicking on “View Past Requisitions” from the Division User home page. You will see not only the information you entered, but also what the purchasing agent has gone in and entered, allowing you to track your purchase step-by-step through the process.

Requisition Actions			Return
Action	Agent	Action Date	
Customer Submitted Requisition to UDOT Agent	Debbie Boulton	01/11/2006 01:43	
			1 - 1

Past Requisitions		Return
UDOT Agent	Debbie Boulton	
Contact	Tyler Holt	
Division	Procurement (Admin)	
Requisition Date	11-JAN-06	
Fiscal Year	2006	
Fy Req No	2006_113	
Status	In Progress	
Description	olverlay in davis county	
Billing Address	4501 South 2700 West 148260 - 2nd Floor Salt Lake City, UT 84119	
Delivery Address	4501 South 2700 West 148260 - 2nd Floor Salt Lake City, UT 84119	
Accounting Lines	overlay project810 - 1411 - - - -	
Awarded Supplier		
Agency Contract #		
Special Instructions	work will be performed on I-15 MP 323.78 to 324.97	
Sole Source Justification		
Purchase Criteria	Any Purchase less than \$1K	
Purchasing Method		
Purchase Doc Type Id		
PO #		
PO Sent Via		
Total Awarded Price		
State Contract #		
Completion Date		
DGR #		
DGR Justification Memo		
State Agent	Rosemary Frenchwood	
State Purch Doc Type	RX	
RX #	66-014	
Solicitation Type	Formal Bid - Web Posting	
Solicitation #	RF6027	
State Result		

## Any questions?

Please don't hesitate to call me, or your region's liaison, for help with any of your purchasing needs.

Tyler Holt: (801) 965-4063; [tholt@utah.gov](mailto:tholt@utah.gov)